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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Deputy Director (Support)	W/RBF	12/18
2	7 D 26		
3	Director of Personnel		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: h/w note by RBF: "1 - 3: Please prepare the survey report requested and forward to this office by 21 January. Unless there are inequities which require adjustment, this ought to settle this particular subject for a while."			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
Lyman B. Kirkpatrick, 7D59, <span style="border: 1px solid black; padding: 0 20px;"> </span>			14 Dec

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13 December 1962

**MEMORANDUM FOR: Deputy Director (Support)**

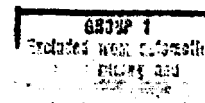
**SUBJECT : Consolidation of the Agency's Visual Aids/Graphics Services**

1. My earlier memorandum on this subject, sent to the Deputy Directors, received answers in each instance to the effect that consolidation of all visual aids and graphics units would neither be practical nor more efficient.

2. I am willing to accept at this time that an administrative consolidation should not be carried out, but I do believe that we would be remiss not to dig into the situation a little deeper. Therefore, I suggest that we make a survey, as set forth below, of the various visual aids and graphics units within the Agency. I suggest that the Office of Personnel take a look at each visual aids and graphics unit to ascertain:

- a. If the GS ratings among all units are equal for similar skills. If there are inequities, where are they?
- b. Does each unit have a full-time supervisor or a part-time supervisor and how does his GS rating compare with supervisors in other visual aids/graphics units?
- c. Is any particular shop especially overworked or underworked? Do any or all of the shops pay overtime and how much? Do any of the shops have a regular peak load at a particular time of the day and a slack period at another time.
- d. What are the chances for promotion for the technicians in each unit and for the supervisors? Do the technicians and supervisors now consider that their career is within the particular unit they are now in? Does a morale problem exist in any of the units as a result of this decentralization? If so, would occasional rotation of individuals help?

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e. Is there now any effort to improve the skills of the various technicians?

f. Does each unit have about the same amount of space per man? Is there any excess space?

g. Do any of the units farm out their work to other units or seek specialized help in another unit? Is any unit receiving outside requests for work from offices having a visual aids/graphics unit?

3. Although I have listed above quite a few questions to be answered, I do not intend this to be a long laborious job, but rather one that a man with good judgment could accomplish in a relatively short time. I think it's obvious what we're after and he may devise questions of his own that will do the job better. If any of the above is not clear, I would be glad to talk to the individual who will make the survey.

  
**Lyman B. Kirkpatrick**  
**Executive Director**

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